

Sul Ross State University Position Description

Official Title: Student Service Specialist/Recruiter/RGC **Salary Group:** 11 **Job Code:** 3512

Summary

Function: Provide one on one counseling and advising services for undecided, probationary, and at-risk students. Recruitment travel and prospect management within assigned territories, informational presentations to prospective students, high schools, and community colleges; knowledge of programs and organizations. Work on office projects to include recruiting publications, coordination of campus visits/tours, and community college orientation seminars. Responsible for safety measures.

Scope: Work with RGC team to provide student services.

Duties

Essential: Provides initial personal counseling/screening services and will refer students to appropriate agency as services may be warranted; design ongoing orientation program, expand career planning and development program, design and give study skills workshops for students and classes; review computer programs that might assist with retention; supervise and train tutors; counsel students on academic skills; participate in orientation; advise undecided majors; work with new students to insure that degree plans are understood and requested; design transfer orientation programs; recruitment and travel and prospect management within 14 county region; informational presentations to prospective students, high schools, and community colleges; campus visit programs. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned.

Supervision

Received: Director of Student Services

Given: Student workers.

Education

Required: Bachelor's degree.

Preferred: Master's degree in Counseling.

Experience

Required: Experience with Student Services in areas of advising, counseling, career planning, and recruiting; experience working with university or college students.

Preferred: Ability to interact effectively with students of diverse socioeconomic, ethnic, and cultural backgrounds. One year student services, financial aid/or admissions experience: RGC alumni

Equipment/Skills

Required: Knowledge of PC operation and software programs. Strong verbal, written, and organizational skills; public speaking

Preferred: Familiarity with assessment, career planning, and learning support software; fluency in Spanish.

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment; must have personal transportation; must be willing to work some evening and weekends; some overnight travel throughout Texas.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Director of Human Resources.

Date created: September, 2010